

City of Seattle
Civil Service Commission
October 19, 2011

Call to Order: Acting Commission Chair Ellis Casson called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson
Commissioner Gregg Hirakawa
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Smith, Assistant City Attorney
Sumeer Singla, Assistant City Attorney

Not in Attendance:

Commission Chair Steven Jewell

PUBLIC COMMENT

- Kim Tran, City Light Human Resources addressed the Commission regarding written and verbal reprimands.
- Linda Taylor-Manning, City Budget Analyst was present to answer questions regarding the proposed combining of the CSC and PSCSC and budget impact.

ACTION ITEMS

1. Approval of Minutes:

Approval of September 21, 2011 Meeting Minutes: Commissioner Hirakawa moved to amend the minutes due to minor edits. Commissioner Casson seconded the motion. The motion passed.

2. Review Monthly Case Status Report & Appeal-New, Review & Update:

The Commission reviewed the monthly case status report.

- **Arnold v. HSD-CSC No. 11-01-017/Adams v. HSD-CSC No. 11-01-015- Joint Motion to Consolidate:** The Commission reviewed the Joint Motion to consolidate the two appeals which are similar in nature of issue. Assistant City Attorney Erin Overbey, who was present, and who is representing the department, stated there was no objection to consolidating and requested that the appeal be delegated to the Office of the Hearing Examiner. Commissioner Hirakawa moved

to consolidate and delegate to the OHE. Commissioner Casson seconded the motion. The motion passed.

Review: EXECUTIVE SESSION: The Commission went into Executive Session at 9:50a.m. to deliberate on the following appeal. The Executive Session ended at 10:10.

- **Manion v. Personnel-CSC No. 11-07-002:** The Commission reviewed the draft Order for Remedy. Commissioner Hirakawa moved to accept the Order as written and issue to the parties. Commissioner Casson seconded the motion. The motion passed.

DISCUSSION ITEMS

3. **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track for October.
4. **Proposal to Combine Civil Service and Public Safety Civil Service Commissions/Update:** Commissioner Hirakawa reported he met with Budget staff and with Council member Godden, and attended the Public Safety Civil Service Commission September monthly meeting. He shared his concerns at the meetings, as an individual Civil Service Commissioner, not speaking on behalf of the Commission, because the Commission had not formally taken a position on the issue. Commissioner Hirakawa moved for the Commission to take the position of opposition to combine Commissions, Commissioner Casson seconded the motion. The motion passed. Commissioner Hirakawa intends to meet with additional Council members.
5. **CSC Pro Tem Salary Review:** The Salary Review was completed and a new salary schedule was approved for the Hearing Examiner, Pro-tem position. The Commission tabled the issue until all Commissioners are able to review current resumes and decide on salary adjustments for the CSC Hearing Officers.
6. **Old/New Business:**
 - **Letter to Council President Conlin:** Issue *tabled* and a Special Meeting will be scheduled.

Adjourn: The meeting adjourned at 10:31 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 11/16/2011

Teresa R. Jacobs
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 11/16//2011

Steven A. Jewell, Commission Chair

Date